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TRANSPORTATION ASSET MANAGEMENT COUNCIL
September 6, 2017 at 1:00 p.m.
Lapeer City Hall
576 Liberty Park
Lapeer, Michigan
MINUTES

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** Frequently Used Acronyms List attached

Members Present:

Derek Bradshaw, MAR/GLS Region V	Don Disselkoen, MAC
Joanna Johnson, CRA/KRCKC – Chair	Gary Mekjian, MML
Bill McEntee, CRA – Vice-Chair	Bob Slattery, MML
Jonathan Start, MTPA/KATS	Rob Surber, DTMB/CSS

Support Staff Present:

Rob Balmes, MDOT	Roger Belknap, MDOT
Tim Colling, MTU, via Telephone	Rebecca Curtis, MDOT
Mark Holmes, DTMB/CSS, via Telephone	Dave Jennett, DTMB/CSS
Polly Kent, MDOT	Josh Ross, DTMB/CSS, via Telephone
Gloria Strong, MDOT	Pete Torola, MTU, via Telephone

Public Present:
Royce Greaves, Opus International

Members Absent:

Jennifer Tubbs, MTA	Brad Wieferich, MDOT
Dave Wresinski, MDOT	

1. Welcome – Call-To-Order:
The meeting was called-to-order at 1:09 p.m.; everyone was welcomed and introduced.

2. Changes or Additions to the Agenda (Action Item):
None

3. Public Comments on Non-Agenda Items:
None

4. Correspondence and Announcements:

4.1. – Gratitude for host, City of Lapeer, and acknowledgement of Dale Kerbyson's Service to TAMC
Dale Kerbyson, former TAMC Council Member, was presented an award acknowledging his service to the Transportation Asset Management Council.

4.2. – TAMC Fall Conference – R. Belknap
The 2017 TAMC Annual Fall Conference will be held on October 5, 2017 at the Holiday Inn in Marquette. The Conference Planning Committee has been meeting regularly and presenters have confirmed their attendance and logistics with the venue are being finalized. Travel and hotel arrangements are being made by G. Strong. The deadline for presenters, support staff, and Council members to inform G. Strong of their travel needs is Friday, September 8, 2017.

4.3. – Michigan Infrastructure Asset Management Pilot Newsletter
The August 2017 newsletter was shared with the Council.

4.4. – State Transportation Commission Meeting, September 21, 2017, St. Ignace, Michigan
R. Belknap will present the FY 2018 TAMC Budget to the Commission at the September 21, 2017 meeting. No Council members are available to attend.

5. Consent Agenda (*Action Item*):

5.1. – Approval of the July 12, 2017 Meeting Minutes
J. Start made a motion to approve the July 12, 2017 meeting minutes; B. Slattery seconded the motion. The motion was approved by all members present.

5.2. – TAMC Financial Report
J. Start made a motion to approve the TAMC Financial Report, B. Slattery seconded the motion. The motion was approved by all members present.

6. Committee Reviews and Discussion Items:

6.1. – Administration, Communication, and Education (ACE) Committee Update – J. Start

6.1.1. – Policy for Collection of Roadway Surface Condition Data (Action Item)
Two policies have been revised for federal aid, non-federal aid, and unpaved roads data collection and made into one policy that will replace the last two separate policies. Any and all other policies on road data collection are voided and superseded by the new policy. The revised policy has been reviewed and the TAMC ACE Committee recommends approval by the Council. D. Bradshaw made a motion to approve the policy; D. Disselkoen seconded the motion. The motion was approved by all Council members present.

6.1.2. – Policy for Bridge Collection Data (Action Item)
Rebecca Curtis, Chair of the TAMC Bridge Committee, created a written document of the Bridge Policy. TAMC ACE Committee has reviewed and recommends approval by the Council. D. Disselkoen made a motion to approve the Bridge Policy; G. Mekjian seconded the motion. The motion was approved by all Council members present.

6.1.3. – FY 2018 Michigan Technological University (MTU) Education Work Program (Action Item) – T. Colling
The Education Work Program has been reviewed by the TAMC ACE and Data Committee and they recommended approval from the Council. The Council will review and address at the next TAMC full Council Meeting.

6.1.4. – FY 2018 MTU Activities Work Program (Action Item) – T. Colling
MTU submitted their Activities Work Program to the TAMC ACE and Data Committee for their review and approval. The majority of items from FY 2017 are included with the addition of some work items such as, Inventory Based Rating (IBR) training and an IBR booklet, a pilot workshop for creating asset management plans, and road testing in the Investment Reporting Tool (IRT) with CSS and Roadsoft to assure that they work well together.

J. Johnson suggested the addition of a calendar of events for FY 2018 in the Education area of the Work Program. After all updates are made everything will need to be placed on the TAMC Website. B. McEntee made a motion to approve the MTU Activities Work Program; J. Start seconded the motion. The motion was approved by all Council members present.

6.1.5. – FY 2018 Center for Shared Solutions TAMC Work Program (Action Item) – M. Holmes
The CSS Work Program has been reviewed by the TAMC ACE and Data Committee and they recommend approval from the Council. Some additional work items included in the work program are training, IRT functionalities developments and implementation, Helpdesk for IRT, and IRT reporting and backlog. B. Slattery made a motion to approve the CSS Work Program; B. McEntee seconded the motion. The motion was approved by all Council members present. R. Surber stated that he appreciated the opportunity for CSS to continue working with TAMC.

6.1.6. – FY 2018 Proposed TAMC Budget (Action Item) – R. Belknap
The proposed TAMC Budget for FY 2018, which includes the $250,000 increase recently approved, was presented to the Council. There were no cuts to the regions. The Council would like the activities and expenditures watched closely to assure that the dollars allocated in FY 2018 are used wisely, and if monies are not used wisely, they need to be noted, so adjustments can be made in the FY 2019 budget. J. Start made a motion to approve the FY 2018 Budget; B. Slattery seconded the motion. The motion was approved by all Council members present.

6.1.7. – FY 2018 TAMC Meeting Schedule – R. Belknap
A copy of the draft FY 2018 TAMC meetings schedule was provided to the Council. Some changes have been noted. Meeting schedules will need to go to each individual TAMC committee for their review and approval; then on to full Council for final approval. The Bridge Committee has decided to conduct quarterly meetings instead of monthly meetings. An all-day Strategic Planning Session will be held sometime after April 2018. The Council would like this subject placed on the agenda for the full Council meeting next month.

6.1.8. – FY 2018 TAMC Committee Assignments and FY 2017 Attendance Report –
Three Council members' terms expire in December 2017– Bill McEntee, Jonathan Start, and Jennifer Tubbs. They have all agreed to serve another term and their nominations will be presented at the next State Transportation Commission meeting for approval. Council members were urged to attend all TAMC full council meetings as attendance is needed so business of the Council can be conducted in a timely manner. Everyone present agreed to continue to serve on their perspective TAMC committees for FY 2018. B. McEntee will continue working with the IRT, dashboards, and Data Committee. Creating a Finance and Budget Subcommittee was suggested by R. Belknap. For the next budget cycle, meetings will be scheduled to review the budget for FY 2019. As the Council gets more information on how members are charging their time and expenditures, this issue will also be examined, as reimbursements have increased substantially this past year.

6.1.9. - LTAP "*The Bridge*" Newsletter Article – R. Belknap
The next LTAP "*The Bridge*" newsletter article will be written by support staff regarding the Investment Reporting Tool (IRT). Vicki Sage from MTU will assist them in writing the article in the format that MTU requires. The Bridge Committee is responsible for the next newsletter in November.

6.1.10. - TAMC Quorum for Meetings – J. Start
According to legislation, TAMC bylaws, and the Open Meetings Act, Council members must be physically present at the meeting to vote. If there are no action items, Council members may participate via telephone. If action items are on the agenda that require the vote of the Council, it is important for Council members to be physically present at the meeting; a telephone vote is not acceptable. R. Surber is a non-voting Council member.

For sub-committees, it is not mandatory for members to be physically present at the meetings in order to vote. They are allowed to vote via telephone.

6.1.11. - **2018 TAMC Asset Management Conferences and Partnerships – J. Start**
It was suggested that TAMC partner with American Public Works Association (APWA) or other agencies and host a joint conference. Both organizations are drawing many attendees from the same organizations. APWA likes to hold their conference in Grand Traverse. Possibly LTAP could handle all the registrations for TAMC and APWA. There could be general sessions than some specific tracks of sessions that people can attend that interests them. They could share keynote speakers. Per T. Colling, LTAP, and APWA have worked together in the past, and LTAP has provided keynote speakers to APWA. Support staff would like to have enough advance time in order to pull things together for the conferences so things are done well and timely. Another option would be for TAMC to piggy back the APWA Conferences in the same facility or location. It is important to cover the most current hot topics. The support staff has been tasked with pulling together a list of questions for this to present to ACE Committee.

6.2. – Data Committee Update – B. McEntee
6.2.1. – Status of the 2017 PASER Data Collection – R. Belknap
A map showing the completion of the data collection efforts that come from the quarterly/ monthly reports and checks from the IRT uploads was reviewed. Data collection is about where it was at this time last year.

6.2.2. – IRT/ADARS Compliance Report – R. Belknap
A copy of the updated map and report showing compliance status with asset management reporting requirements found in MCL Section 247.659a(7) was provided. However, because of the different steps and processes that often occur, there have been some agencies not listed on this report that are now in compliance and/or some may have asked for an extension and this is not reflected in the most recent report. The Council may want become familiar with the process to give them a better understanding of the results provided in these reports. It was suggested that Council members reach out to the agencies listed as being non-compliant and see if there is something they can do to assist them and bring them into compliance. The agencies have to complete their ACT51 reporting before they do their IRT reporting so this may cause a delay getting the information to TAMC, but the agency may have their IRT already done and ready to enter.

6.2.3. – Status of Asset Management Plans Submitted – R. Belknap
An updated list of agencies that have submitted Asset Management Plans through the IRT to TAMC was shared with the Council. There are now more asset management plans and surveys being done as a result of the TAMC training. Some agencies do not have a formal asset management plan but they do have an asset management process that they use. The IRT captures information on agency processes by asking five simple questions of the agencies in the IRT. TAMC has 24 asset management plans uploaded in the IRT per Dave Jennett.

6.2.4. – IRT Rewrite Update – M. Holmes
The IRT Rewrite was launched on August 10, 2017. IRT training sessions occurred in mid-August in Kalamazoo. Next week training will be held in Grand Rapids. The IRT Training Manual and video trainings will be uploaded in the near future. B. McEntee was acknowledged for everything he has done towards this huge IRT rewrite effort. The feedback from the agencies is good and they like the new IRT rewrite program. It was suggested that Council members attend an IRT training session.

6.2.5. – Dashboard Update – M. Holmes

The CSS team is working on Finance, Safety and Traffic dashboards with a deadline of November 1, 2017 for completion. There have been html based technological changes that they must deal with, and they have done some TAMC Website integration.

6.2.6. – Website Update – M. Holmes

The team that supports Michigan.gov is working on migrating existing content onto the new Vignette platform by October 7, 2017. CSS has updated the Website with TAMC meeting agendas and meeting minutes. CSS will be working on content management and capabilities for MDOT support staff to update the TAMC Website.

Per B. McEntee, Gil Chesbro, MDOT support staff, is currently working on data analysis and forecasting.

6.3. – Bridge Committee Update – R. Curtis

R. Curtis reported that MTU has completed development of the Bridge Asset Management Training. MTU will be doing Bridge Asset Management Webinars and on-site trainings in the future. MTU has hired a new engineer named Andrew Mantey. He will be working closely with bridge trainings.

6.4. – Michigan Center for Shared Solutions – R. Surber/M. Holmes

CSS is conducting infrastructure pilots and they are using some TAMC information. CSS has hired two companies under contract to help with the MI Geographic Framework. The two contracts are with Environmental Systems Research Institute (ESRI) and Lense Spacial. They will be assisting CSS with data needs for TAMC.

6.5. – MTU/Technical Assistance – T. Colling

6.5.1. – 6th Annual Michigan Local Agency Transportation Asset Management Implementation Survey Report

The report was shared on screen with the Council and reviewed. A hard copy of the report was also provided.

7. TAMC Work Program Update – P. Kent

P. Kent created and shared an updated copy of the TAMC 2017 – 2019 Work Program DRAFT Reporting Template (progress as of July 2017) that shows the status of work program tasks. The Council reviewed the document and it was agreed the document and format is helpful and will assist support staff in the future with annual reports and the listing of TAMC accomplishments. Previous comments/changes that were suggested have been added to the program. Some of the items can be moved through the committees and move toward completion. It was suggested to add items from CSS and MTU since they have new work in progress. The Council would like to see this item on each month's meeting agenda.

8. Public Comments:
None

9. Member Comments:
G. Mekjian received an email regarding International Public Works Association rolling out their asset management training in North America. It includes infrastructure and is a 10-week program. He will forward this information on to R. Belknap. It may be a topic of discussion at one of our conferences.

Next week the County Road Association northern and southern conference will be in Boyne, Michigan. J. Johnson will be attending and speaking on infrastructure.

TAMC will be represented at the next Roadsoft Users Conference United States (RUCUS) conference. A

list of 2018 conferences has come out and the Council will need to review and decide if they would like to participate in any way at each of the conferences. If TAMC is interested in participating in the Michigan Municipal League (MML) Conference, we should contact MML now to inquire about participation per B. Slattery. The Legislative Conference is in February and may be another opportunity for TAMC to have a presence there. TAMC always participates with the MML Capital Conference each year. The MML Spring Legislative Conference may be best for the Council to participate in. The MML Fall Conference will be held in Holland this year.

10. Adjournment:
The meeting adjourned at 2:58 p.m.. The next meeting will be held November 1, 2017 at 1:00 p.m., 2700 Port Lansing Road, 2nd Floor Conference Room, Lansing, Michigan.

TAMC FREQUENTLY USED ACRONYMS:	
AASHTO	AMERICAN ASSOCIATION OF STATE HIGHWAY AND TRANSPORTATION OFFICIALS
ACE	ADMINISTRATION, COMMUNICATION, AND EDUCATION (TAMC COMMITTEE)
ACT-51	PUBLIC ACT 51 OF 1951-DEFINITION: A CLASSIFICATION SYTEM DESIGNED TO DISTRIBUTE MICHIGAN'S ACT 51 FUNDS. A ROADWAY MUST BE CLASSIFIED ON THE ACT 51 LIST TO RECEIVE STATE MONEY.
ADARS	ACT 51 DISTRIBUTION AND REPORTING SYSTEM
BTP	BUREAU OF TRANSPORTATION PLANNING (MDOT)
CPM	CAPITAL PREVENTATIVE MAINTENANCE
CRA	COUNTY ROAD ASSOCIATION (OF MICHIGAN)
CSD	CONTRACT SERVICES DIVISION (MDOT)
CSS	CENTER FOR SHARED SOLUTIONS
DI	DISTRESS INDEX
ESC	EXTENDED SERVICE LIFE
FAST	FIXING AMERICA'S SURFACE TRANSPORTATION ACT
FHWA	FEDERAL HIGHWAY ADMINISTRATION
FOD	FINANCIAL OPERATIONS DIVISION (MDOT)
FY	FISCAL YEAR
GLS REGION V	GENESEE-LAPEER-SHIAWASSEE REGION V PLANNING AND DEVELOPMENT COMMISSION
GVMC	GRAND VALLEY METRO COUNCIL
HPMS	HIGHWAY PERFORMANCE MONITORING SYSTEM
IBR	INVENTORY BASED RATING
IRI	INTERNATIONAL ROUGHNESS INDEX
IRT	INVESTMENT REPORTING TOOL
KATS	KALAMAZOO AREA TRANSPORTATION STUDY
KCRC	KENT COUNTY ROAD COMMISSION
LDC	LAPTOP DATA COLLECTORS
LTAP	LOCAL TECHNICAL ASSISTANCE PROGRAM
MAC	MICHIGAN ASSOCIATION OF COUNTIES
MAP-21	MOVING AHEAD FOR PROGRESS IN THE 21ST CENTURY (ACT)
MAR	MICHIGAN ASSOCIATION OF REGIONS
MDOT	MICHIGAN DEPARTMENT OF TRANSPORTATION
MDTMB	MICHIGAN DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET
MITA	MICHIGAN INFRASTRUCTURE AND TRANSPORTATION ASSOCIATION
MML	MICHIGAN MUNICIPAL LEAGUE
MPO	METROPOLITAN PLANNING ORGANIZATION
MTA	MICHIGAN TOWNSHIPS ASSOCIATION
MTF	MICHIGAN TRANSPORTATION FUNDS

MTPA	MICHIGAN TRANSPORTATION PLANNING ASSOCIATION
MTU	MICHIGAN TECHNOLOGICAL UNIVERSITY
NBI	NATIONAL BRIDGE INVENTORY
NBIS	NATIONAL BRIDGE INSPECTION STANDARDS
NFA	NON-FEDERAL AID
NFC	NATIONAL FUNCTIONAL CLASSIFICATION
NHS	NATIONAL HIGHWAY SYSTEM
PASER	PAVEMENT SURFACE EVALUATION AND RATING
PNFA	PAVED NON-FEDERAL AID
PWA	PUBLIC WORKS ASSOCIATION
QA/QC	QUALITY ASSURANCE/QUALITY CONTROL
RBI	Road Based Inventory
RCKC	ROAD COMMISSION OF KALAMAZOO COUNTY
ROW	RIGHT-OF-WAY
RPA	REGIONAL PLANNING AGENCY
RPO	REGIONAL PLANNING ORGANIZATION
SEMCOG	SOUTHEAST MICHIGAN COUNCIL OF GOVERNMENTS
STC	STATE TRANSPORTATION COMMISSION
STP	STATE TRANSPORTATION PROGRAM
TAMC	TRANSPORTATION ASSET MANAGEMENT COUNCIL
TAMCSD	TRANSPORTATION ASSET MANAGEMENT COUNCIL SUPPORT DIVISION
TAMP	TRANSPORTATION ASSET MANAGEMENT PLAN
TPM	TRANSPORTATION PERFORMANCE MEASURES
UWP	UNIFIED WORK PROGRAM

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